

*OPM History*

22 October 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-23

SUBJECT: Candidates Requiring Special Approval

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it necessary to review in-service candidates closely before undertaking external recruitment.

2. Effective immediately all requests for recruitment, either general or by name, to fill a position in GS-9 or above will be referred through the Career Service concerned to the Personnel Assignment Division (PAD). PAD will examine the requests and refer qualified employees to fill the positions in accordance with the general procedures of N [REDACTED] (Assignments STATINTL positions in GS-12 through GS-15.) Recruitment or, if a particular individual has been requested, employment processing will not be undertaken until PAD has certified that the position can not be filled by an available qualified employee. This applies to formal and informal recruitment or employment requests.

3. The Chief, Personnel Assignment Division, will obtain approval from the Office of the Director of Personnel prior to releasing Form 1152, Request for Personnel Action, for initiation of security processing of a candidate for a position in GS-9 or above or for employment of such candidates currently in process. In the latter case, a determination as to appointment will be made prior to notifying candidate to report for pre-employment medical and security examinations.

4. In addition, applications from individuals for positions at all grade levels who, after taking into consideration prior Federal or military service, would not have sufficient service to qualify for voluntary retirement at age 62 will be given special review. If such a candidate appears to have qualifications warranting further consideration, the file will be referred to the Office of the Director of Personnel for review before referring it to operating offices. Further, approval of the Office of the Director of Personnel will be obtained on Form 1152, Request for Personnel Action, before security processing is initiated in such cases.

5. Responsible officers will make sure that no unnecessary time delay results from the application of these procedures. Requests for personnel initiated by the Director of Central Intelligence or the Deputy Directors will be given special handling. STATINTL

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*Acting* Gordon M. Stewart  
Director of Personnel

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